



Office of the City Clerk

Weekly Report – for Week Ending December 18, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections:

Staff attended the California Association of Clerks and Election Officials New Law Conference in Sacramento. Sessions covered upcoming election laws and programs which will affect City elections directly and indirectly.

2016 Neighborhood Council Election

Training of the Independent Election Administrators (IEAs) and Election Staff was completed. Topics covered a broad overview of the different types of elections which will be held among the 96 Neighborhood Councils, the Candidate Filing portal, the California Public Records Act, ballot development, the Vote-By-Mail process, stakeholder registration forms, and the overall election timeline.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	1/1
Number of Notices/Publications	22
Number of Contracts Attested	192
Number of Council Files Created	104
Number of Claims Received	115
Number of Referrals	49
Number of Council Meetings	4
Number of Committee Meetings	9

Committee Meetings Closed Captioning - The Closed Captioning for audio committee meetings is now available to the public on an ongoing forward basis. The transcript will be posted on the Committee meetings website for downloading 24-72 hours after the meeting is concluded. This is part of the City's ADA Compliance requirements.

Microsoft Office 2016 - The department-wide roll out of the new Office 2016 has been completed. All workstations are now upgraded from Office 2007 to Office 2016. Laptops will be upgraded in January.

Radio Frequency Identification (RFID) Election Server - Modification to the RFID middleware software has been completed on the computer servers that handle the barcode scanning of incoming and outgoing supplies and ballots in and out of the election warehouse. This update was necessary for compatibility with the new Microsoft 2012 server edition. The RFID server is now running on the newer 2012 operating system in preparation for the 2017 primary and general election.

Neighborhood and Business Improvement Districts:

Staff met with proponents for a proposed Gaffey Street Business Improvement District in San Pedro with representatives of Council District 15. CD 15 is opting to hire a consultant for outreach to property owners. Staff also met with the consultant to review the Management District Plan and Engineer's Report for the proposed Hollywood Western Business Improvement District on December 17, 2015.

The Ordinance reconfirming assessments for the Wilshire Center Business Improvement District's 2016 fiscal year was adopted by Council on December 15, 2015.

TOP ISSUES

- *Office 2016 Deployed Department Wide*
- *New Youtube Channel Postings on Film from 1938 and Audio from 1950*
- *Closed Captioning on All Committee Meeting Audio is Completed*
- *Proposed Gaffey Street Business Improvement District Meeting*



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Staff met to address requests for installments for the new South Park II Business Improvement District's invoices due on December 30, 2015 and to authorize two installment payments in anticipation of similar concerns for the new Central Avenue Business Improvement District. Letters will be mailed out this week for both Business Improvement Districts.

Historical Archives Research - The City Attorney's Office researched the history of the municipal code sections addressing closing hours for City parks.

The City Archives posted a film clip and an audio clip to our Youtube Channel - A sample of a Right of Way film from the 1930s showing a section of Olympic between Hoover and Alvarado: <https://www.youtube.com/watch?v=a5Fzi734A2Y&feature=youtu.be>
And an LAPD Radio Recording was posted on crime prevention from 1950 <https://www.youtube.com/watch?v=VclMVwhAmho>

Fiscal/General City Purposes - Staff addressed follow up questions from the CAO's Office pertaining to the 2016-17 Proposed Budget, attended the Public Safety Committee meeting to answer questions pertaining to CD 8's Public Benefits Trust Fund for Fiscal Years 2014 and 2015, and to answer questions regarding the Vandalism & Graffiti Trust Fund Report for Fiscal Year 2015. The revised CAP 39 information was sent to the Controller's Office. Transfer documents were processed as approved by the Second Financial Status Report. Staff received 29 GCP allocation requests, processed 23 invoices for payment and executed 1 new contract.

Personnel - Staff held 3 New Hire Orientation, held one FML Orientation, and administered certification interviews for Principal Clerk, Chief Management Analyst, and Management Assistant. Staff attended Reasonable Accommodation Coordinators Training. A number of meetings were held regarding various personnel related matters.

ISSUES

None to report.

UPCOMING. . . .

City Health Commission - Next meeting of the City Health Commission will be Monday, January 11, 2016 in Council Chambers.

City Council Winter Recess - December 18, 2015 to January 8, 2016.

Candidate Filing Portal for Neighborhood Councils - To go Live on December 19, 2015.